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SECURITY INFORMATION

DEC - 7 1953

MEMORANDUM FOR:

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Office of the Comptroller  
Office of the Comptroller  
, Personnel Office  
Personnel Office  
Logistics Office  
, Logistics Office  
, Transportation Division  
Transportation Division  
Chief, Regulations Control Staff

SUBJECT : Procedure Agreed Upon for Preparation of Travel Regulations

1. At the meeting held 4 December 1953, attended by representatives of the Offices of the Comptroller, Logistics, and Personnel, the Chief, Regulations Control Staff, and Special Assistant to the DD/A, it was agreed that the Comptroller should draft 4 regulations, Personnel 5, and Logistics 7, covering travel. It was also agreed that the following procedure was to be followed in connection with the preparation of these regulations:

a. The draft to be of the same quality as if the originating Office had full responsibility.

b. The draft to be submitted to Logistics for determination of whether it duplicated information contained in other regulations.

c. Logistics to coordinate with and return the draft to the originator for working level collaboration.

d. The originator, when necessary, to re-write the draft to include working level suggestions, and re-submit the collaborated draft to Logistics.

e. Logistics to review the collaborated draft, coordinate with the originator, if necessary, fit the draft into the pattern of all 16 travel regulations, and submit to the Regulations Control Staff.

2. It was agreed that 28 February 1954 should be the target date for the submission of all 16 draft regulations to the Regulations Control Staff.

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Special Assistant to the  
Deputy Director (Administration)

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SA/DDA:WHM:hh (7 Dec 53)

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- 1 - Approver
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